



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

**2018-2019
ANNUAL PERFORMANCE PLAN AND
QUARTELY TARGETS**

OFFICIAL SIGN-OFF

It is hereby certified that this Annual Performance Plan:

- a) was developed by the management of the Information Regulator, under the guidance of the Chairperson of the Information Regulator, Adv Pansy Tlakula;
- b) was developed in line with the current Strategic Plan of the Information Regulator;
- c) accurately reflects the performance targets that the Information Regulator will endeavour to achieve given the resources made available in the budget for 2018/19; and

Signed by:



Mr M E Mosala
Acting Chief Executive Officer

Date: 07.02.2018



Adv. Pansy Tlakula
Chairperson

Date: 07.02.2018

PERFORMANCE INFORMATION WITH THE BUDGET AND MEDIUM TERM EXPENDITURE FRAMEWORK

The budget of the Information Regulator, as detailed in the ENE for 2018/19, is shown below.

Programme Economic classification	Indicative Medium-term allocation			
	2017/18 '000	2018/19 '000	2019/20 '000	2019/21 '000
Current payments	23 402	24 712	25 095	27 531
Compensation of employees	17 486	18 500	18 536	21 001
Goods and services	5 916	6 212	6 559	6 530
Transfers and subsidies	-	-	-	-
Provinces and municipalities	-	-	-	-
Departmental agencies and accounts	-	-	-	-
Public corporations and private enterprises	-	-	-	-
Foreign governments and international organisations	-	-	-	-
Non-profit institutions	-	-	-	-
Households	-	-	-	-
Payments for capital assets	2 535	2 662	2 812	2 966
Buildings and other fixed structures	-	-	-	-
Machinery and equipment	2 535	2 662	2 812	2 966
Cultivated assets	-	-	-	-
Software and other intangible assets	-	-	-	-
Land and subsoil assets	-	-	-	-
Total	25 937	27 374	27 907	30 497
Year on Year Growth		6%	2%	9%

EXPENDITURE TREND

The Information Regulator, was established in terms of the Protection of Personal Information Act of 2013 with the purpose to deepen the constitutional right of individuals to privacy.

The amounts of R27 million in 2018/19, R29 million in 2019/20 and R30 million in 2020/21 have been set aside for its establishment, resulting in a projected increase in spending over the periods. The Regulator is mandated with ensuring that institutions safeguard the personal information they hold on behalf of individuals and use it only for its intended purpose.

STRATEGIC OUTCOME ORIENTATED GOALS

Strategic Outcome Orientated Goal 1	<ul style="list-style-type: none">•South Africans that are aware and understand their rights with regards to the protection of personal information and access to information
Strategic Outcome Orientated Goal 2	<ul style="list-style-type: none">•A conducive legislative, policy and technological environment that promotes the protection of personal information and access to information
Strategic Outcome Orientated Goal 3	<ul style="list-style-type: none">•Informed and cooperative stakeholders to ensure protection of personal information
Strategic Outcome Orientated Goal 4	<ul style="list-style-type: none">•Informed stakeholders and cooperative relationships to ensure protection of personal information and access to information
Strategic Outcome Orientated Goal 5	<ul style="list-style-type: none">•Protection of personal information and access to information through resolving of complaints
Strategic Outcome Orientated Goal 6	<ul style="list-style-type: none">•Alignment of National legislation with International best practice through research
Strategic Outcome orientated Goal 7	<ul style="list-style-type: none">•Optimally functional independent Information Regulator

2018-2021 STRATEGY MAP

STRATEGIC OUTCOME ORIENTATED GOAL	STRATEGIC OBJECTIVE
1. South Africans that are aware and understand their rights with regards to the protection of personal information and access to information	SO 1.1: Develop and implement awareness and educational programmes aimed at promoting the protection of personal information and access to information
2. A conducive legislative, policy and technological environment that promotes the protection of personal information and access to information	SO 2.1 Monitor and research the processing of personal information and computer technology to ensure the promotion of protection of personal information and access to information
	SO.2.2 Monitor and enforce compliance by public and private bodies to ensure that existing and proposed legislation and policy promotes the protection of personal information and access to information
3. A conducive regulatory environment that allows for protection of personal information and access to information	SO.3.1 Make Regulations, Guidelines, Codes of Conduct and Notices
4. Informed stakeholders and cooperative relationships to ensure protection of personal information and access to information	SO.4.1 Undertake engagements with relevant stakeholders concerned with the protection of personal information and access to information
5. Protection of personal information and access to information through resolving of complaints	SO.5.1 Conduct prompt investigation of complaints and ensure resolution of disputes related to the violation of the protection of personal information and access to information
6. Alignment of National legislation with International best practice through research	SO.6.1 Conduct comparative legal research relating to the protection of personal information and access to information and report to Parliament
7. Optimally functional independent Information Regulator	SO.7.1 Create a high performing Information Regulator to deliver on its mandate

2018/19 ANNUAL PERFORMANCE PLAN AND QUARTERLY TARGETS

	PERFORMANCE INDICATOR	REPORTING PERIOD	ANNUAL TARGET 2018/19	Quarterly Targets				RESOURCES (BUDGET)	RESPONSIBILITY
				1 st	2 nd	3 rd	4 th		
1	Strategic Goal: South Africans that are aware and understand their rights with regards to the protection of personal information and access to information								
1.1	Strategic Objective: Develop and implement awareness and educational programmes aimed at promoting the protection of personal information and access to information								
1.1.1	Approved Public Awareness Strategy	Quarterly	Phase one (1) of the Awareness Strategy implemented	Approved Strategy and Plan	Approved Strategy and Plan	Strategy and Plan implemented	Strategy and Plan implemented	Yes - internal	Outreach and Research Committee
2	Strategic Goal: A conducive legislative, policy and technological environment that promotes the protection of personal information and access to information								
2.1	Strategic Objective: Monitor and research the processing of personal information and computer technology to ensure the promotion of protection of personal information and access to information								
2.1.1	Approved Research Strategy	Quarterly	Research Strategy development focusing on: <ul style="list-style-type: none"> Processing of personal information Computer technology that promote protection of personal information and access to information 	Research Strategy approved	Phase one (1) of Research Strategy implemented (commission research)	Phase 2 (two) Research Strategy commissioning continued	Research Strategy results are analysed	No	Outreach and Research Committee

PERFORMANCE INDICATOR	REPORTING PERIOD	ANNUAL TARGET 2018/19	Quarterly Targets				RESOURCES (BUDGET)	RESPONSIBILITY	
			1 st	2 nd	3 rd	4 th			
3	Strategic Goal: A conducive regulatory environment that allows for protection of personal information and access to information								
3.1	Strategic Objective: Make Regulations, Guidelines, Codes of Conduct and Notices								
3.1.1	Approved Regulations	Quarterly	Approved Regulations	Regulations submitted for constitutional vetting to the Office of the Chief State Law Advisor (OCLA)	OCSLA input incorporated into the Regulations	Regulations tabled in Parliament	Implementation of the approved Regulations	Budget (travel, accommodation and logistics)	All members
3.1.2		Quarterly	Guidelines and Notices developed	40% draft Guidelines for codes of conduct developed	60% draft Guidelines for codes of conduct developed	Relevant Stakeholders consulted on Guidelines	Relevant Stakeholders consulted on Guidelines	Budget (travel, accommodation and logistics)	Legal & Compliance Committee
4	Strategic Goal: Informed stakeholders and cooperative relationships to ensure protection of personal information and access to information								
4.1	Strategic Objective: Undertake engagements with relevant stakeholders concerned with the protection of personal information and access to information								
4.1.1	Approved Stakeholder Engagement Strategy	Quarterly	Implementation of the Stakeholder Engagement Strategy continued	Stakeholder Engagement Strategy developed	Stakeholder Engagement Strategy approved	Stakeholder Engagement Strategy implemented	Stakeholder Engagement Strategy implemented	Budget (Travel, Accommodation & Logistics)	Outreach & Research Committee
5	Strategic Goal: Protection of personal information and access to information through resolving of complaints								
5.1	Strategic Objective: Conduct prompt investigation of complaints and ensure resolution of disputes related to the violation of the protection of personal information and access to information								

	PERFORMANCE INDICATOR	REPORTING PERIOD	ANNUAL TARGET 2018/19	Quarterly Targets				RESOURCES (BUDGET)	RESPONSIBILITY
				1 st	2 nd	3 rd	4 th		
5.1.1	Approved Complaints Management System	Quarterly	Process Maps on Complaint Management System developed	The specification for the appointment of the service provider for Business Process Engineer approved	The specification for soliciting the appointment of the service provider for Business Process Engineer advertised	The preferred service provider appointed	Execution of services by the service provider	Budget - Yes (Funded)	Corporate Services Committee
7	Strategic Goal: Optimally functional independent Information Regulator								
7.1	Strategic Objective: Create a high performing Information Regulator to deliver on its mandate								
7.1.1	Approved Organisational Structure	Quarterly	Organisational Structure implemented	Final Organisational Structure submitted to National Treasury	The Minister of Finance is consulted in terms of section 47(5) of the Protection of Personal Information Act	Based on the approved Organisational Structure, key executive positions are advertised	Filling of key executive positions		Corporate Services Committee
7.1.2	Approved Corporate Services, Policies, Procedures and Systems	Quarterly	Corporate Governance Policies implemented	Draft Recruitment Policy developed	Approval of the Recruitment Policy	Recruitment Policy implemented	Recruitment Policy implemented	None	Policy & Governance Committee

	PERFORMANCE INDICATOR	REPORTING PERIOD	ANNUAL TARGET 2018/19	Quarterly Targets				RESOURCES (BUDGET)	RESPONSIBILITY
				1 st	2 nd	3 rd	4 th		
7.1.3	Approved Corporate Governance Policies	Quarterly	Corporate Governance Policies developed and implemented	Charter of roles and responsibilities developed	Charter of roles and responsibilities approved	Delegation of Authority Policy developed	Delegation of Authority Policy approved	No	Policy and Governance Committee
7.1.4	Approved Branding and Communications Strategy	Quarterly	Branding and Communications Strategy finalized	Approval of the specification for the appointment of the service provider to develop the Communication Strategy and Branding	Advertisement of the specification for the appointment of the service provider	Appointment of the preferred service provider	Development of the Communication Strategy and Branding	Budget – Yes/ cofunded	Corporate Services Committee
7.1.5	Suitable office accommodation	Quarterly	Office accommodation for the Regulator secured	Accommodation specifications are submitted to Facilities Management of DoJ&CD	Facilities Management and Department of Public Works issues a request for proposal	Information Regulator invited to view the shortlisted buildings	Service provider appointed by Department of Public Works and Facilities Management	Budget – Yes (funded)	Corporate Services Committee